

Email this completed form and required documents to: tif@wisconsin.gov

Section 1: Municipal Information			
Taxation district (check one) Enter municipality →	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	County	Co-muni code -
			TID number
Section 2: Legal Requirements			Dates
Letters and hearing notice – date sent by first class mail to administrator of all local government entities and school districts with authority to levy taxes on Tax Incremental District (TID) property Submit to Wisconsin Department of Revenue (DOR): Copy of letters and hearing notice sent			- -
Joint Review Board (JRB) hearing notice – date published, 5 days before the meeting (Class 1) (not required for Town TIDs created under sec. 60.85, Wis. Stats.) Submit to DOR: Copy of affidavit verifying newspaper publication date and copy of the actual notice			- -
Letters to owners of property found blighted or in need of rehabilitation – date notified, at least 15 days before the hearing (not required for industrial, mixed-use or environmental remediation districts) Town TIDs created under sec 60.85, Wis. Stats. – date notified all property owners in the TID, at least 15 days before the public hearing Submit to DOR: Copy of letter with hearing notice, proof sent and recipient list			- -
Planning Commission hearing notice – dates published, 2 notices, 1 per week with second notice 7 days before hearing (Class 2) Submit to DOR: Copy of affidavit verifying newspaper publication dates and copy of the actual notice		1st Date	- -
		2nd Date	- -
Planning Commission public hearing – date of public hearing			- -
Planning Commission resolution – date adopted Submit to DOR: Copy of approved Planning Commission resolution or meeting minutes			- -
Local Legislative Body resolution – date adopted (must be at least 14 days after the public hearing and on or before September 30) Submit to DOR: Copy of approved Local Legislative Body resolution and approved project plan			- -
JRB hearing notice (2nd) – date published, 5 days before the meeting (Class 1) (not required for Town TIDs created under sec. 60.85, Wis. Stats.) Submit to DOR: Copy of affidavit verifying newspaper publication date and copy of the actual notice			- -
JRB resolution – date adopted (within 45 days after receiving Local Legislative Body resolution) For towns – date adopted (between 10-45 days after receiving the Local Legislative Body resolution) Submit to DOR: Copy of approved JRB resolution			- -
Section 3: Overlapping			
Are any parcels in this TID also in another TID? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," provide the overlapped TID number.			
Section 4: City or Village Annexation/Attachment of TID Parcels			
Were any parcels in this TID annexed/attached from another municipality after January 1 in the creation year? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If "Yes," provide the following information:			
Taxation district (check one) Enter municipality →	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	County	Co-muni code -
			Date – annexed/attached - -
Submit to DOR: Copy of recorded annexation ordinance and Base Value Workbook for the parcels that were annexed.			
Section 5: Environmental Remediation TID Only			
Site investigation report – date Wisconsin Department of Natural Resources (DNR) certified site investigation report Submit to DOR: Copy of DNR certification and site investigation report			- -